



Department of Accounts Charge Card Bulletin

May 25, 2007

Bulletin 2007-05

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Charge Card Administration

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Charge Card Coordinator

Department of Accounts is pleased to announce that Carol Brown started as our new Charge Card Coordinator this month. Carol is currently in training and handling Turbos, NetApps, PA Forms, SAM User ID Requests and payments to GE MasterCard. You will begin to see emails from her as she takes on more of her duties in the upcoming weeks. We will notify via Bulletin and email when you are to begin contacting her for assistance. Please join me in welcoming Carol to the DOA Charge Card Administration Team!

CAPP Topic Revised

CAPP Topic 20355 Purchasing Charge Card has been updated and is now available at the following link:

http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/20355.pdf

CAPP Topic 20360 is a new CAPP Topic which now covers the Travel Charge Card Program. Previously the Travel Card Program was covered in CAPP Topic 20336 Agency Travel Processing. The new CAPP Topic 20360 can be found at the following link:

http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/20360.pdf

Changes to each of the Policies have been identified as the text being in *italics*.

Hotel Folio

Beginning in May, additional hotel folio data for overnight hotel accommodations will begin to feed into SAM. Not all hotels pass this level of data but it is a wonderful additional resource in audit and monitoring charges as a Program Administrator. Currently the following United State's hotel parent companies can provide the additional data if equipped. They are Hilton, Starwood, Carlson, Choice and Marriott. These hotel chains include any of the hotel brands under the parent company (i.e. Choice would be Days Inn, Comfort Inn, etc). Some examples of data that can be passed if the hotel is equipped to pass it are Room Service, Mini Bar Amount, and Internet Access. You can view this additional information in SAM by running a Query and utilizing the Enhanced Data Query Type with Supplemental Data of Hotel. We will begin reviewing this type of query on the SAM Refresher calls each month.

Payments to GE MasterCard

All payments for the Purchase Card and Airline Travel Card (ATC) must be made in compliance to the payment procedures in CAPP Topic 20355 (Purchase Cards) and 20360 (Travel Cards). We are seeing an increase in errors on payments and the time it takes to correct the payments is increasing. You will begin receiving emails when your payments are not made in compliance with the policy and these issues are now being tracked for historical reporting. Agencies with continual issues may be reported in the Report on Statewide Financial Management and Compliance.

We have developed a PowerPoint guide which can be printed out to assist the individuals who key the batches for the GE MasterCard payments. This can be obtained by emailing cca@doa.virginia.gov.

GE's Annual User's Conference

GE has released more information about their Annual User's Conference being held this year from September 9th through September 12th in Park City, Utah at the Zermatt Resort (www.zermattresort.com). At this time we are asking that if you are interested in attending this event, please email Valerie.Smith@doa.virginia.gov. We are trying to secure rooms at a government rate and need to have an estimated head count to provide the resort. By emailing DOA you are not committing you or your agency to attending. As soon as more information on the conference is available we will release it.

Crucial Dates

June 6th at 10am

SAM Refresher Training

June 13th at 10am

Monthly PA Call

June 14th at 10am

New PA Sam/NetService Training

June 15th at 11:59pm

Cycle Closes

July 4th Holiday

No Monthly SAM Training

July 11th at 10am

Monthly PA Call

Sept 9th -13th

GE's Annual User's Conference

October 10th – 12th

VAGP Fall Conference

Cavalier, Virginia Beach

October 29th – 31st

DGS/DPS Procurement Forum

Hampton Virginia

GE Contact Information

Customer Service for PA's

Email: Cov.Crr@ge.com

Phone: 1-866-843-1368 option 1

Help Desk for PA's with SAM

Email: Cov.Crr@ge.com

Phone: 1-866-843-1368 option 3

Customer Service for Cardholders

Phone: 1-866-834-1327

Overseas Collect:

801-464-3232